

Quick Reference Guide for Uploading eTicket Receipts into DTS

When traveling by commercial air, travelers are required to submit their eTicket receipts when filing vouchers for reimbursement. Please note, virtually there only stores ticket records for 72 days. Below are instructions for obtaining eticket receipts, converting them into PDF files, and uploading into DTS as substantiating documentation.

Please note: DTS accepts other file types; the PDF is only a suggestion. Also, the steps outlined in this document utilized Internet Explorer. For travelers using other web browsers (e.g. Firefox), similar procedures should be applicable.

I. Obtaining eTicket receipts:

- a. Locate your reservation code in the “Preview Trip” Module of your voucher in DTS, under the light blue heading “Other Trip Information”. In this section, locate the “Trip Description” line. On this line, you will see “PNR Locator:” followed by 6 letters. These 6 letters represent your Reservation code. EXAMPLE: “PNR Locator: PLWBDD”

The screenshot displays the Defense Travel System (DTS) interface in Microsoft Internet Explorer. The address bar shows the URL: <https://dtsproweb.defensetravel.osd.mil>. The page title is "Defense Travel System - Welcome to DTS - Microsoft Internet Explorer". The browser menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help".

The main content area shows a trip summary. At the top, it says "otherwise not being used." Below this is a section titled "Other Trip Information" with a light blue header. The information includes:

- Trip Type: AA-ROUTINE TDY/TAD
- Trip Purpose: SITE VISIT
- Trip Description: Attend meetings at L3-ETI, Torrance CA on 18 Sep, attend meetings at CPI, Palo Alto CA on 19 Sep 08. PNR Locator: **PLWBDD** (circled in red)

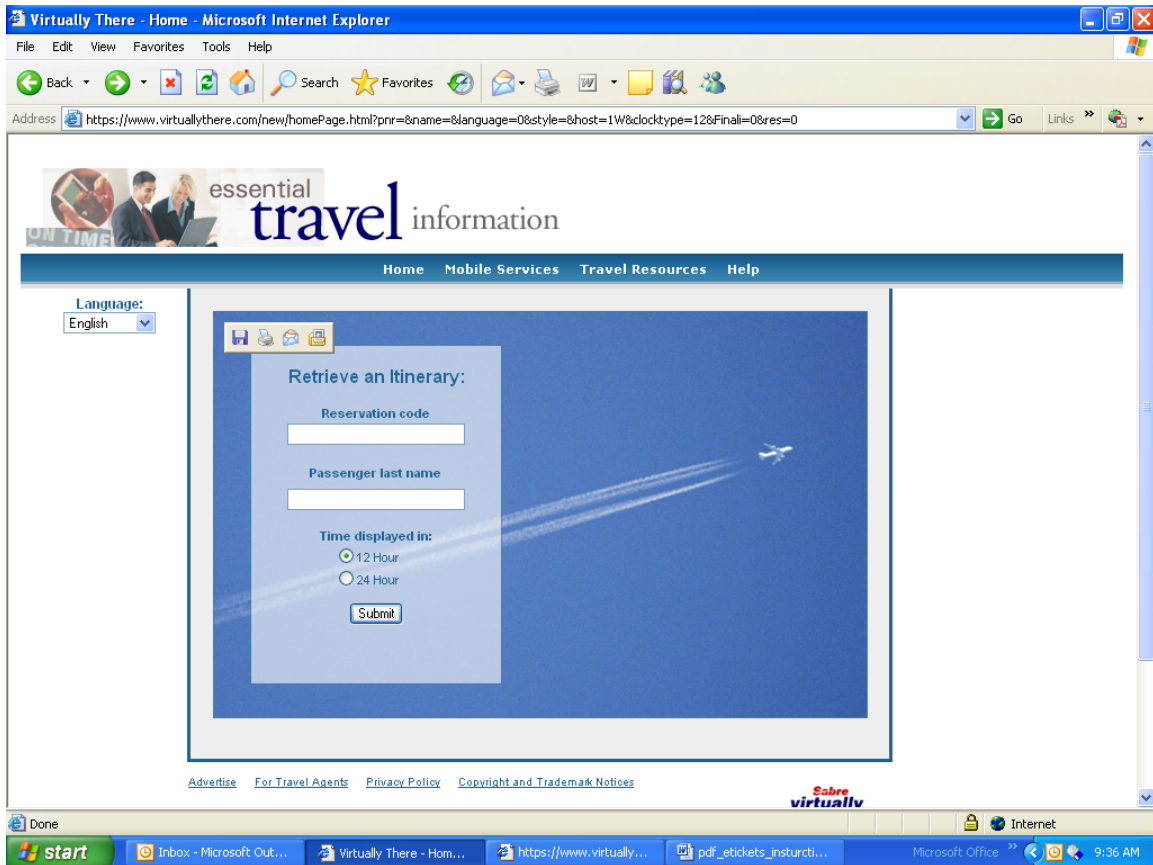
Below the "Other Trip Information" section is a section titled "Overall Starting Point" with a light blue header. It includes:

- Time Zone: EST (06)
- Itinerary:
 - Leave From: RES: POTOMAC,MD
 - Leave: 17-Sep-08

Below the "Overall Starting Point" section is a section titled "Location 1 - TORRANCE,CA" with a light blue header. It includes:

- Time Zone: PST (09)
- Itinerary:
 - Leave From: RES: POTOMAC,MD
 - TDY/TAD Location: TORRANCE,CA
 - Arrive: 17-Sep-08
 - Leave: 18-Sep-08

- b. Go to the virtually there website located at:
<https://www.virtuallythere.com>



- c. Enter the 6 letter PNR Locator code into the “Reservation code” box on the virtually there page.
- d. Type in your last name
- e. Click “Submit”
- f. Enter your email address. NOTE: the email address you enter must be the same one in your DTS profile; this is usually your NRL work email address.
- g. Click “Submit”

- h. An itinerary page will then display. Click on the “eTicket receipt” link. This will open a new window that will display your eticket receipt.

Language: English
24 Hour clock
View by Segment Type

Itinerary
BARUCH LEVUSH
Reservation code: PLWBDD

[eTicket receipt](#) [View printable version](#) [eInvoice](#) [E-mail this itinerary](#)

Travel Arranger Priority Comments:
CHECK-IN AT THE OPERATING CARRIERS TICKET COUNTER.
CHECK-IN AT THE OPERATING CARRIER TICKET COUNTER.

Wed, Mar 18
Other:
Status: Confirmed
Information: DEFENSE TRAVEL SYSTEM

Notes:

II. Converting your eTicket receipt to a PDF document

- a. Click on the “Print this page” link on the top right corner of the page displayed below.

eTicket Receipt

[Print this page](#) [Close window](#) [Help](#)

Sabre Reservation Code: PLWBDD
Ticket number: 0167373745820
Issuing airline: UNITED AIRLINES
Date issued: 12SEP08
Customer number: 581300
Passenger: LEVUSHBARUCH [O,DCA,DTS]

17SEP08	UNITED AIRLINES	UA 209
From:	WASHINGTON DULLES, DC	Departs: 241P
To:	LOS ANGELES, CA	Arrives: 506P
	Economy	Confirmed
	Seat: Check-In Required	

- b. Select “Adobe PDF” as your printer, then click “Print”. (Some computers may have a “Save as PDF” option in the print menu as an alternative to selecting a printer.)
- c. Recommended Option: Change the file name to your TDY location and date of TDY, this will make it easier to locate when uploading to your voucher. EXAMPLE: Orlando_fl_030909.pdf
- d. Click the Save/Print/OK button (may be any variation of this) - this will convert your eTicket receipt to a pdf document and save it in the designated directory.

III. To Upload PDF eTicket receipt into your DTS voucher

- a. Go to the Expenses module of your voucher.
- b. Click on “Substantiating Records”
- c. Under the receipt module, click the “Browse” button.
- d. This will bring up a new window titled “Choose File”. In the drop down box next to “Look In” choose the directory in which you saved your eticket receipt.
- e. Highlight your file name and click “OPEN”
- f. Click the “Upload” button. This will move the receipt to your documents under the light blue heading “Existing Receipts”
- g. Recommended Option: In the notes section next to the receipt you uploaded, change the description, example “eTicket Receipt”. Click “Save Notes”.